



Legislation Text

File #: 1620-2023, **Version:** 1

..Explanation

BACKGROUND: This legislation authorizes the Finance and Management Director to modify and extend three (3) existing Universal Term Contracts (UTCs) for the option to obtain Office Supplies, Accessories and Papers with HiTouch Business Services LLC, Key 4 Cleaning Supplies Inc. and Sterling Paper Company. These contracts provides for office supplies, accessories, papers and related items used by various City agencies.

Three (3) contracts, PO231775, PO231779 and PO231781 were established in accordance with Request for Quotation RFQ015363 and authorized under Ordinance Number 1393-2020 and will expire July 31, 2023. The City and HiTouch Business Services LLC, Key 4 Cleaning Supplies Inc. and Sterling Paper Company can modify and extend the contracts for an additional one (1) year term subject to mutual agreement and approval of proper City Authorities. The new contracts' expiration date will be July 31, 2024.

EMERGENCY DESIGNATION: The Finance and Management Department respectfully requests this legislation be considered an emergency measure due to the impending contract expiration and to ensure office supplies, accessories and papers are readily available.

FISCAL IMPACT: No funding is required to modify and extend the option contracts. City agencies must set aside their own funding for their estimated expenditures.

To authorize the Finance and Management Director to modify and extend three (3) Universal Term Contracts for the option to purchase Office Supplies, Accessories and Papers with HiTouch Business Services LLC, Key 4 Cleaning Supplies Inc. and Sterling Paper Company, and to declare an emergency.

WHEREAS, the Purchasing Office entered into three (3) Universal Term Contracts for Office Supplies, Accessories and Papers used by Various City Agencies; and

WHEREAS, these contracts were entered into in accordance with Chapter 329 of the Columbus City Code, pursuant to solicitation RFQ015363 with HiTouch Business Services LLC, Key 4 Cleaning Supplies Inc. and Sterling Paper Company, deemed the lowest, most responsive, responsible and best bidders, and

WHEREAS, the City and HiTouch Business Services LLC, Key 4 Cleaning Supplies Inc. and Sterling Paper Company can modify and extend the contracts for an additional one year period, subject to mutual agreement and approval of proper City authorities; and,

WHEREAS, an emergency exists in the usual daily operation of various City agencies that office supplies, accessories and papers are needed to perform job tasks in that it is necessary to authorize the Finance and Management Director to immediately modify and extend three (3) Universal Term Contracts with HiTouch Business Services LLC, Key 4 Cleaning Supplies Inc. and Sterling Paper Company for the option to obtain Office Supplies, Accessories and Papers, due to the impending contract expiration and to maintain various office operations and facilities throughout the City; **NOW, THEREFORE:**

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF COLUMBUS:

SECTION 1. That the Finance and Management Director is hereby authorized to modify and extend the option contracts with HiTouch Business Services LLC - PO231775, Key 4 Cleaning Supplies Inc. - PO231779 and Sterling Paper Company - PO231781, for a period of one year, from July 31, 2023 to and including July 31, 2024.

SECTION 2. That for the reasons stated in the preamble hereto, which is hereby made a part hereof, this ordinance is hereby declared to be an emergency measure and shall take effect and be in force from and after its passage and approval by the Mayor, or ten days after passage if the Mayor neither approves nor vetoes the same.